



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

December 15, 2008

Ms. Kara Kruger  
Kruger Foods, Inc.  
18362 E HWY 4  
Stockton, CA 95215

Dear Ms. Kruger:

RE: **FINAL MONITORING VISIT REPORT** for Kruger Foods, Inc. – **ET07-0420**

<b>Date of the Visit:</b>	October 27, 2008
<b>Beginning/Ending Time:</b>	10:00 am – 2:00 pm
<b>Date of Last Visit:</b>	January 10, 2008
<b>Visit Location:</b>	18362 E HWY 4, Stockton, CA 95215
<b>Persons in attendance:</b>	Judi Reinking, HR Manager and Kristie Ohta, Program Analyst of the Employment Training Panel
<b>Action Required:</b>	<b>NO</b>

<b>Term of Agreement:</b>	June 5, 2007 June 4, 2009	<b>Agreement Amount:</b>	\$39,000
<b>Training Start Date:</b>	June 5, 2007	<b>No. to Retain:</b>	75
<b>Date Training must be Completed:</b>	March 4, 2009	<b>Range of Hours:</b>	8 - 80
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	20

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on September 28, 2007 and training began on August 20, 2007. Your staff reported that all training was completed on November 16, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – June 4, 2009.

ETP approved one Agreement Modification on October 7, 2008, which extended the term of your Agreement from June 4, 2008 to June 4, 2009

- INTERVIEW WITH THE Judi Reinking, HR Manager**
- What barriers, if any, did your company experience in implementing your ETP project?  
**None**
- What problems, if any, did your company experience with ETP record keeping?  
**None**
- What assistance could ETP have provided that would improve the process for future Contractors?  
**None, our ETP analyst was always just a phone call away.**
- How did your company benefit from the ETP training?  
**We were able to cross-train our employees, and provide them with the knowledge and skills to advance to higher positions with in the company or other competitors**

Ms. Reinking provided Ms. Ohta with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 38 (50% percent of planned retentions) trainees for a total reimbursement of \$39,000 (100 percent of the encumbered amount).

Kruger Foods, Inc. records show that 38 trainees have completed training (50% of planned retentions) and 38 trainees are in or have completed the 90 day retention period (50% of planned retentions). Kruger Foods, Inc. projects earnings to be \$39,000 (100% of the encumbered total \$39,000). Current records show that Kruger Foods has received \$0 in progress payments, of which \$0 has been approved as earned.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	109	<b>Completed Training:</b>	38
<b>Dropped Following Enrollment:</b>	71	<b>In Retention Period:</b>	32
<b>Completed Minimum Hours for reimbursement:</b>	38	<b>Completed Retention:</b>	6

## **ATTENDANCE ROSTERS:**

Ms. Ohta completed 100 percent review of training rosters and found them to be completed correctly. All rosters reviewed met Panel requirements for documenting the training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

**SUBAGREEMENTS:**

McDonalds Corp - US Quality Systems

**INVOICES:**

Progress Payment 1 and 2 were submitted on December 3, 2008 for \$29,357.25. The Final Fiscal closeout invoice will be submitted on or around February 20, 2009.

**AUDIT:**

Kruger Foods will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your program analyst, Kristie Ohta at 916.327.5586 or [kohta@etp.ca.gov](mailto:kohta@etp.ca.gov) within ten (10) days from receipt of this report.

Sincerely,



Ruby Cohen, Manager  
Sacramento Regional Office

A handwritten signature in black ink, appearing to read "Kristie Ohta". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: Amber Luiz, Assistant Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File